

Minutes for the Paul Memorial Library Trustees Meeting Held on July 13, 2020.

Open meeting: 6:55 pm

Members attending: Win Fream, Jack Parnham, Carl Heidenblad, Brendan Johnston

Accepted meeting notes from last meeting.

Treasurer Report:

- General fund: \$12,901.22 June Statement
- Donation account: \$3,136.46 June Statement
- Petty Cash Drawer: \$73.80
- Monthly manifest: \$2,154.34

Budget update:

- Reviewed Nicole's Requests for the Audit with the team. Win to reply to Nicole for any more info needed to finalize the audit.

Directors Report:

- Submitted and reviewed. No outstanding issues noted.

Covid-19 Plan Update:

- See Directors report for program and circulation notes.
- Library open by appointment only and curbside. Programs going well.
- Staff status? – Carl to schedule staff reviews.
- Phase I.
 - ~~Carl to work with the staff on the schedule.~~
 - ~~Curbside pick-up only starting 5/25~~
 - ~~Expectation is this will be very low turnout, but a start.~~
 - ~~Quarantine books for 3 day based on the Battel study. - Wipe down books.~~
 - ~~Cleaning Weekly with Cathy Divine.~~
 - ~~Call Cathy and let her know. June and July to start.~~
- Phase II. (current Status)
 - Expect open up for limited service June 15th.
 - Continue curbside
 - Do appointments to come into the library.
 - Only 4 in the library at time.
 - Patron Mask needed.
 - ~~Remove chairs.~~
 - Quarantine books for 3 day based on the Battel study. - Wipe down books.
 - Cleaning- Weekly with Cathy Divine.
 - Revert back to normal hours.
- Phase III.
 - Anticipate “no appointment required” starting in early August.

- **Other:**
 - Have available in library:
 - Hand sanitizer.
 - Wipes-
 - Masks-
 - Staff meeting scheduled for July 23 at 10 am via “Zoom”.

New Business / General Items:

- Book clubs or Knitting groups have been meeting on line.

Maintenance

- Air conditioner wires
 - Need call Olsons for repair.
- Granite steps- Need Repair. \$2300 for repairs.
 - Action WF to send quote to the town.
 - Black Stone Hardscapes- Fred Ordway- got quote. Cannot get a hold of him.

Landscaping outside-

- Take down the two trees out back and plant new ones.
 - Jack to call tree service.
- Need to get quotes for landscapers.
 - Rockcrest- submitted.
 - Jack to contact Stratham Circle Nursery.
- Garden club did the weeding of the bed.

Sign out front-

- Quote received from timberline signs.

Community garden.

- Going well so far.

Basement clean up-

- In progress. Good work by the staff.

Events

- Summer reading update. TBD
- Drive in shows ongoing.

Wish list, projects, etc-

- Programing- on going.
- Sign out front.
- Granite steps.
- Move Book drop

- Landscaping

Meeting Close: 7:45 pm.

Next meeting : TBD for September. No meeting scheduled for August.

Respectfully submitted,

Jack Parnham